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ABSTRACT

This document consists of a learning activity packet (LAP) for the student and an instructor's guide for the teacher. The LAP is intended to acquaint occupational home economics students with preparing sandwiches to order and in quantity. Illustrated information sheets and learning activities are provided in these areas: preparing sandwiches to order, preparing sandwiches in quantity, preparing eye-appealing sandwiches, and wrapping sandwiches. The instructor's guide begins with an instructional matrix in which the information sheets and written activities contained in the LAP and the written test items included in the instructor's guide are cross-referenced to the knowledge objectives addressed by the materials. This is followed by a series of notes to instructors on the LAP series and suggested instructional procedures for use in conducting individual and group enrichment activities. A unit test and answer key are included. (MN)

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LEARNING ACTIVITY PACK

5.4b

SECTION 5

Preparing Sandwiches

Basic Food Preparation

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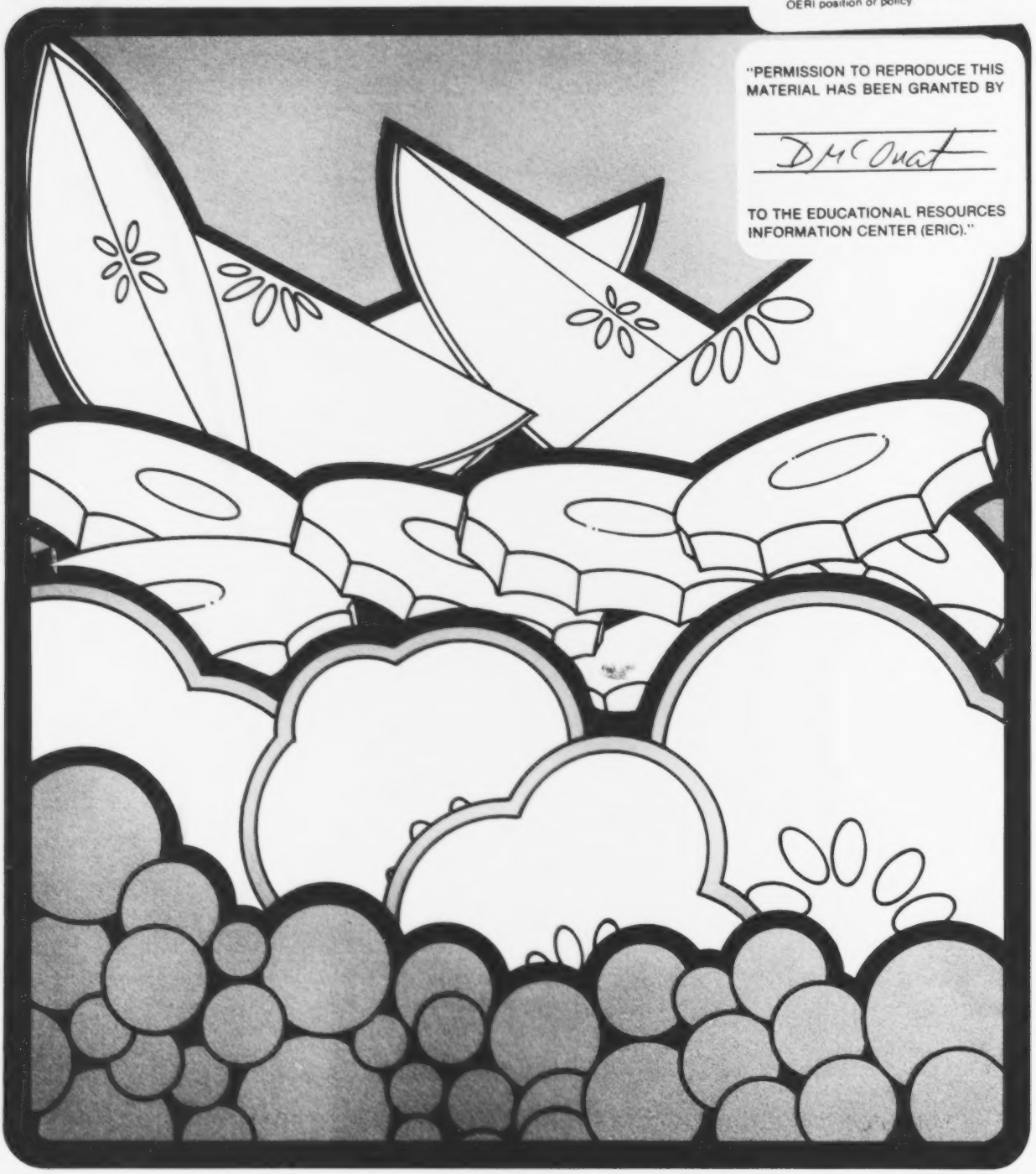

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LEARNING ACTIVITY PACK

5.4b

SECTION 5

Preparing Sandwiches

Basic Food Preparation

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

January 1985

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These materials are endorsed for use in training commercial foods and culinary arts workers by the **Florida Restaurant Association's Education Foundation**.

Purpose and Contents

Purpose

The purpose of LAP 5.4b is to show you how to prepare sandwiches to order and in quantity. You will learn to cut, arrange, and wrap sandwiches in eye-appealing ways.

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Introduction 2

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Introduction

Written Test

You will be able to pass the written test for LAP 5.4b when you can successfully complete the following:

Draw ways to cut and arrange sandwiches. (All 15 must be correct.)

If you feel you know enough to pass the written test for LAP 5.4b before studying it, talk with your instructor.

Skills Test

You will be able to pass the skills test for LAP 5.4b when you complete the following successfully:

1. Make a sandwich to order. The sandwich must look appetizing and be nicely garnished. It should be served at the correct temperature. The bread should be fresh. The spread should be correctly applied. The fillings and extras should be portioned correctly. The sandwich should hold together and be correctly cut.

2. Make sandwiches in quantity. All sandwiches must look appetizing and be nicely garnished, and be served at the correct temperature. The bread should be fresh. The spread should be correctly applied. The fillings and extras should be correctly portioned. The sandwiches should hold together and be correctly cut.

3. Wrap sandwiches. The sandwiches must look neat and appetizing. They should be marked with easy-to-read labels.

   REMEMBER . . . Your final performance will also be judged on how well you:

- organize your work area for efficient production before starting,
- follow the steps correctly, in the right order, and
- clean your work area when you are finished.

If you feel you know enough to pass the skills test for LAP 5.4b before practicing the skills, talk with your instructor.

Learning Steps

To help you pass the written and skills tests for this LAP, you should follow these learning steps in order. There are two kinds of activities you will be asked to do:

Written activities will prepare you for the **written test**. They should all be done on a separate sheet of paper. The answers for these activities are in the back of this LAP. **Do not write in this LAP!**

Practice Checklist activities will prepare you for the **skills test.** They should be done in the kitchen or dining area. Check with your instructor before beginning these activities.

Introduction (continued)

Before beginning, ask your instructor for the filmstrip *Preparing Cold Sandwiches*.

1. Read and study **Information Sheet 1:** Preparing Sandwiches to Order.
2. Complete **Activity 1A:** Practice Checklist—Make a Sandwich to Order by Hand.
3. Complete **Activity 1B:** Practice Checklist—Make a Sandwich to Order Using the Knife-and-Fork Method.
4. Read and study **Information Sheet 2:** Preparing Sandwiches in Quantity.
5. Complete **Activity 2A:** Practice Checklist—Make Sandwiches in Quantity Using the Every-Other-Slice Method.
6. Complete **Activity 2B:** Practice Checklist—Make Sandwiches in Quantity Using the Stacking Method.
7. Read and study **Information Sheet 3:** Preparing Eye-Appealing Sandwiches.
8. Complete **Activity 3:** Cut and Arrange Sandwiches. Check your answers.
9. Read and study **Information Sheet 4:** Wrapping Sandwiches.
10. Complete **Activity 4:** Practice Checklist—Wrap Uncut Sandwiches.
11. Get **Written Test 5.4b** from your instructor and complete it. If you are successful, go on to Step 12; if not, talk with your instructor.
12. Have your instructor evaluate you on **Skills Test 5.4b.** If you are successful, you have completed this LAP; if not, talk with your instructor.

Information Sheet 1
Preparing Sandwiches to Order

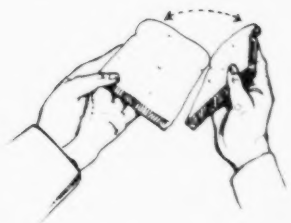
In many food service establishments, sandwiches are made when the order is given by the customer. The sandwich preparation area usually is supplied with all the necessary portioned fillings and extras. If you prepare the ingredients beforehand, you will be able to make the sandwiches faster, and the customers will be pleased.

You can use the following methods for hot or cold sandwiches. Hot bread, fillings, or sauces may be used to make hot sandwiches such as hamburgers, hot dogs, and hot deli sandwiches. Also, after the sandwich is made it can be heated by broiling, frying, or grilling—an example is a grilled cheese sandwich.

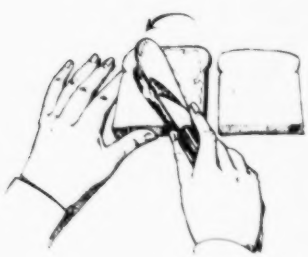
Hand Method

Many sandwich makers prefer to make sandwiches by hand. Health authorities approve of this method when hands and fingernails are kept thoroughly clean. Some food establishments supply gloves for sandwich makers.

To prepare sandwiches quickly, learn to use both hands at the same time. If you practice and use the same steps every time, you will become very efficient.

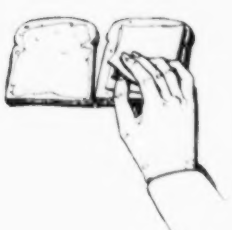


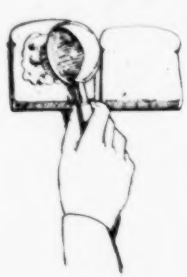
1. Use two matching slices of bread (bun). Open them and set them on the cutting board.

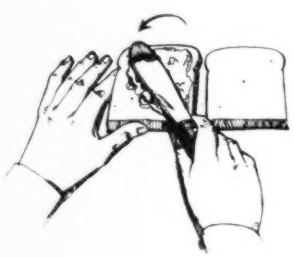


2. Spread butter, margarine, or mayonnaise in one stroke. Use your fingers to hold the bread in position. Cover the bread from edge to edge.

3. Place the dry fillings on one slice of bread—or, dip out a scoop of moist filling on one slice and spread it in one stroke, covering the entire slice of bread.

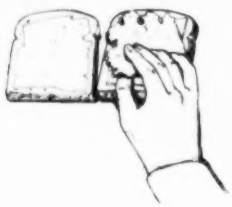


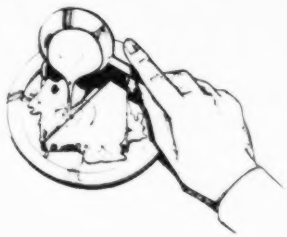




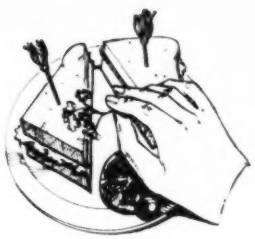
Information Sheet 1 (continued)
Preparing Sandwiches to Order

4. Add all the extras and the top slice of bread—or, ladle sauce over an open-face sandwich entree.





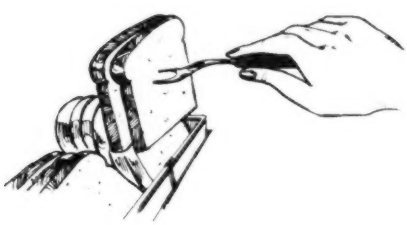
5. Cut the sandwich, holding it in position with your fingers. Use an easy sawing motion and cut all the way through. Make sure the halves are completely separated. You may want to place a toothpick in the center of each half to hold the sandwich together.



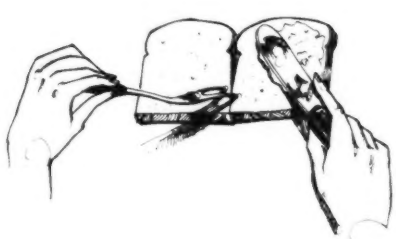
6. Arrange the sandwich nicely on the plate. Garnish (add accompaniments), and the sandwich is ready for the customer.

Knife-and-Fork Method

The knife-and-fork method is especially effective when sandwich making is done in public view, since the sandwich maker's hands do not touch the ingredients. This method can be as fast as the hand method once the worker becomes skilled at it.

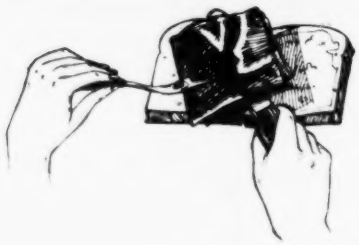


1. Spear two matching slices of bread with a kitchen fork. Use matching slices and open them so they'll match when the sandwich is closed.

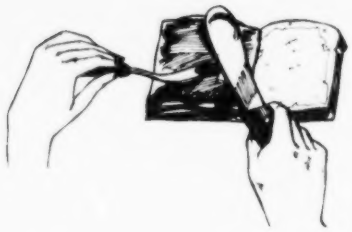


2. With one stroke of a spreader, cover both slices of bread with butter, margarine, or mayonnaise. Hold the bread in position with the fork. Cover the entire slice of bread.

Information Sheet 1 (continued)
Preparing Sandwiches to Order



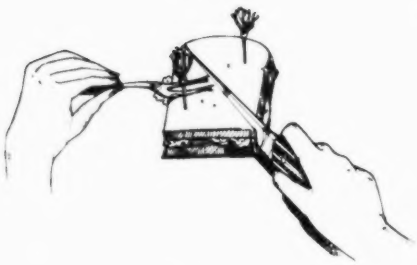
3. Use the kitchen fork to spear slices of meat or cheese and place them in the center of one slice of bread—or, dip out a scoop of moist filling on one slice and spread it in one stroke.



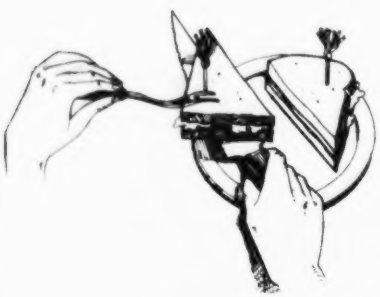
4. Push the filling off the fork using the spreader.

5. Add the extras, again using the fork and spreader.

6. Use the fork to put the top slice of bread in place. You may want to place a toothpick in the center of each half to hold the sandwich together.

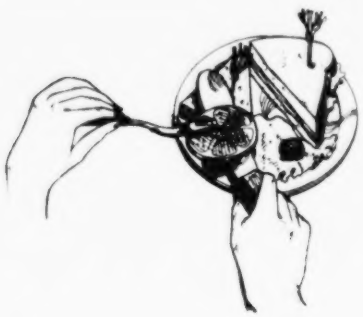


7. Cut the sandwich with an easy sawing motion, holding the sandwich steady with the prongs of the fork.



8. Place the sandwich on a plate, holding the sandwich halves under the fork against the flat blade of the knife.

Information Sheet 1 (continued)
Preparing Sandwiches to Order



9. Add garnish (accompaniments) to complete the sandwich plate.

Activity 1A

Practice Checklist: Make a Sandwich to Order by Hand

Directions

Write down the steps and standards for evaluation for this task **on a separate sheet of paper.** Then, ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✓	
	1. Get a sandwich recipe from your instructor. Read the recipe and make any necessary adjustments, conversions, or substitutions.
	2. Wash your hands. Use gloves if required.
	3. Organize your work area by assembling all ingredients and utensils on the sandwich counter.
	4. For hot sandwiches, heat the bread and filling as instructed in the recipe.
	5. Use two matching slices of bread (bun); open them and set them on the cutting board.
	6. Cover bread with spread using one stroke. Use your fingers to hold the bread in position. Cover the bread from edge to edge.
	7. Place the dry fillings in the center of one slice of bread or place a scoop of moist filling on one side and spread it with one stroke, covering the entire slice of bread.
	8. Place the extras and the top slice of bread with your fingers. *Stop here for sandwiches that require cooking.*
	9. Place toothpicks in the center of each piece of bread you plan to cut.
	10. Cut the sandwich with a serrated knife, holding it in position with your fingers. Use a sawing motion and cut all the way through. Make sure the halves are separated.
	11. Arrange the sandwich on the plate and add garnish (accompaniments), or ladle sauce over an open-face sandwich.

Standards for Evaluation

✓	
	1. Does the sandwich look appetizing on the plate?
	2. Is it arranged nicely with the garnish (accompaniments)? Is the garnish the appropriate size, color, and flavor for the sandwich?
	3. Is the sandwich being served at the correct temperature? a. Are hot sandwiches hot, not cool in the middle? Is the bread correctly browned, not burned or greasy? Is the sauce, if any, evenly applied, not covering more than one inch around the sandwich? b. Are cold sandwiches crisp and fresh, not lukewarm?
	4. Is the bread fresh, not stale?

Activity 1A (continued)
Practice Checklist: Make a Sandwich to Order by Hand

5. Is the spread correctly applied to the bread, covering the sandwich from edge to edge but not dripping down the edges?
6. Are the fillings and extras in the correct portion sizes?
7. Does the sandwich hold together and look neat? Are the ingredients in the center of the sandwich and not hanging outside of it?
8. Is the sandwich cut neatly and attractively? Is it cut all the way through, and are the halves completely separated?

Activity 1B

Practice Checklist: Make a Sandwich to Order Using the Knife-and-Fork Method

Directions

Write down the steps and standards for evaluation for this task **on a separate sheet of paper.** Then, ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✓	
	1. Get a sandwich recipe from your instructor. Read the recipe and make any necessary adjustments, conversions, or substitutions.
	2. Wash your hands. Use gloves if required.
	3. Organize your work area by assembling all ingredients and utensils on the sandwich counter.
	4. For hot sandwiches, heat bread and filling as instructed in the recipe.
	5. Spear two slices of bread (bun) with a kitchen fork. Use matching slices and open them so they'll match when the sandwich is closed.
	6. Holding the bread in position with the fork, cover the bread with spread in one stroke. Cover the bread from edge to edge.
	7. Use a kitchen fork to spear meat or cheese; place it in the center of one slice of bread and push the filling off the fork with the spatula. Or, place a scoop of moist filling on one side and spread it with one stroke, covering the entire slice of bread.
	8. Add the extra(s) using the fork and spatula. Use the fork to put the top slice of bread in place. *Stop here for sandwiches that require cooking.*
	9. Place toothpicks in the center of each piece you plan to cut.
	10. Cut the sandwich, holding it in position with the fork. Use a sawing motion and cut all the way through. Make sure the halves are separated.
	11. Arrange the sandwich on the plate and add garnish (accompaniments), or ladle sauce over an open-face sandwich.

Standards for Evaluation

✓	
	1. Does the sandwich look appetizing on the plate?
	2. Is it arranged nicely with the garnish (accompaniments)? Is the garnish the appropriate size, color, and flavor for the sandwich?
	3. Is the sandwich being served at the correct temperature?
	a. Are hot sandwiches hot, not cool in the middle? Is the bread correctly browned, not burned or greasy? Is the sauce, if any, evenly applied, not covering more than one inch around the sandwich?

Activity 1B (continued)
Practice Checklist: Make a Sandwich to Order Using the Knife-and-Fork Method

b. Are cold sandwiches crisp and fresh, not lukewarm?
4. Is the bread fresh, not stale?
5. Is the spread correctly applied to the bread, covering the sandwich from edge to edge but not dripping down the edges?
6. Are the fillings and extras in the correct portion sizes?
7. Does the sandwich hold together and look neat? Are the ingredients in the center of the sandwich and not hanging outside of it?
8. Is the sandwich cut neatly and attractively? Is it cut all the way through, and are the halves completely separated?

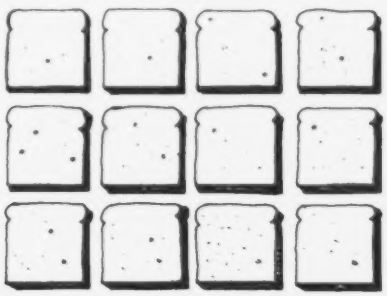
Information Sheet 2
Preparing Sandwiches in Quantity

When you must make a lot of the same kind of sandwiches at the same time, you can use an assembly-line method. With this method, you do the first step for all sandwiches, then the second step for all sandwiches, and so on. You will save a lot of time and energy this way. Remember, put everything you need within a comfortable reaching distance, so that you don't have to move your feet, reach far, or stoop. The number of sandwiches you can make efficiently depends on a comfortable reaching distance. Keep in mind also that if you make too many sandwiches at a time, you will actually slow down the process. You can always repeat the process to make more sandwiches. Use the following assembly-line methods for cold sandwiches, or when preparing sandwiches that will be cooked.

Every-Other-Slice Method

The every-other-slice method can be used for sandwiches on buns or rolls as well as breads, and for sandwiches that have bulky ingredients such as lettuce and tomatoes.

1. Lay out the bread slices in front of you in even rows. You'll need two slices of bread for each sandwich.

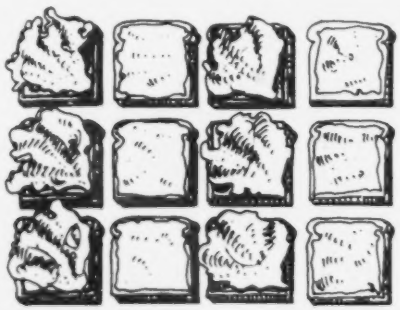


2. Use a spreader to cover each slice of bread with the spread. Be sure the spread goes all the way to the edges.

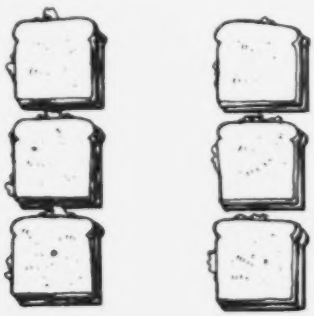
Information Sheet 2 (continued)
Preparing Sandwiches in Quantity

3. Place some filling on every other slice of bread. To make a combination sandwich of meat and cheese, place a piece of meat together with a piece of cheese on every other slice of bread. (If a moist filling is used, place a scoopful of filling on every other slice of bread.)

4. Place extras such as lettuce, tomato, or onion on top of the slices. As you can see, one slice has only filling on it while the other slice has only spread.

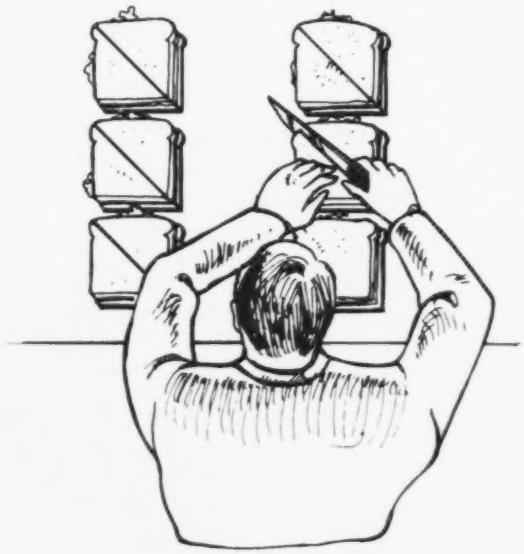


5. When you have placed filling on all the slices that need filling, cover them with the other slices.



Information Sheet 2 (continued)
Preparing Sandwiches in Quantity

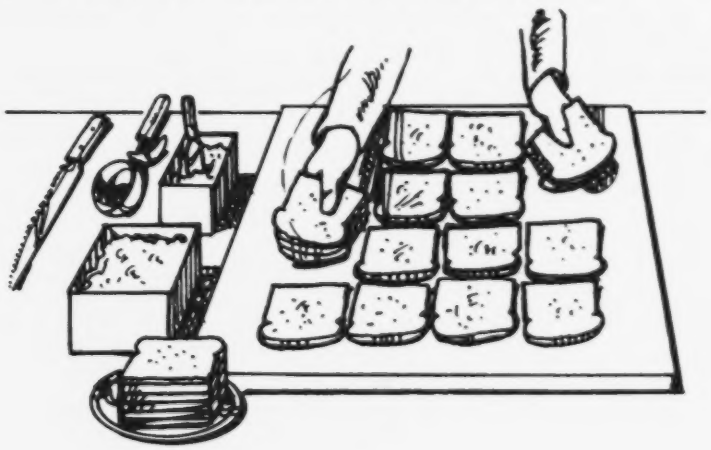
6. Cut each sandwich. Now they are ready either to be wrapped or placed on plates, garnished, and served.



Stacking Method

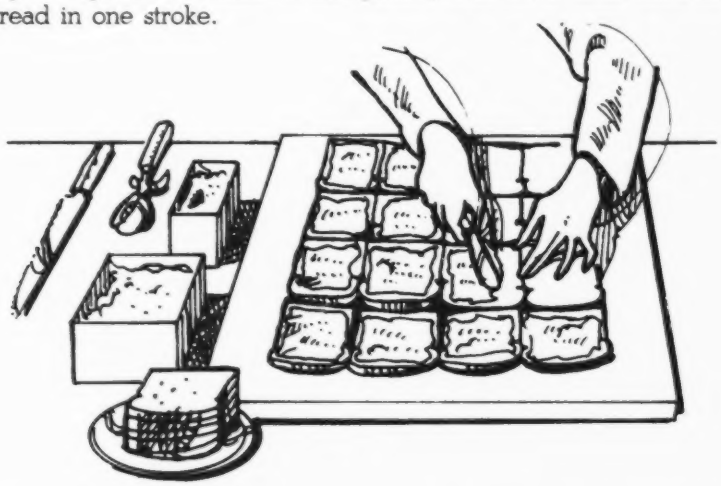
Stacking is an efficient method if the sandwiches to be made are easy to cut through when they are stacked up—usually sandwiches on plain bread that do not have many extras. With this method, you put spread only on one piece of bread for each sandwich.

1. Pick up four slices of bread with each hand and place them in two vertical rows in front of you. Repeat, forming a square of 16 slices. (You can make more or less than this.)

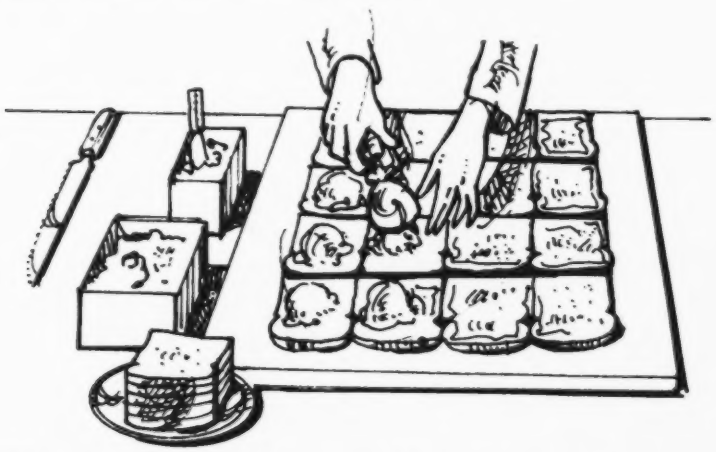


Information Sheet 2 (continued)
Preparing Sandwiches in Quantity

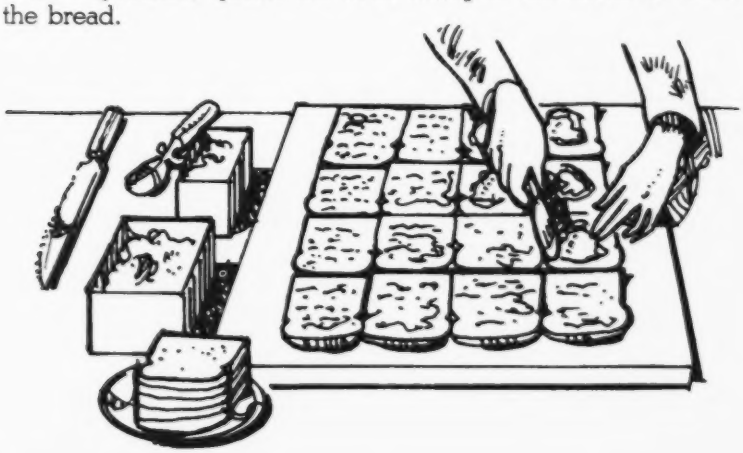
2. Dip the spatula in butter or margarine, and cover each slice of bread in one stroke.



3. Place the meat or cheese on each slice. Or, dip out a scoop of moist filling on the side of each slice.

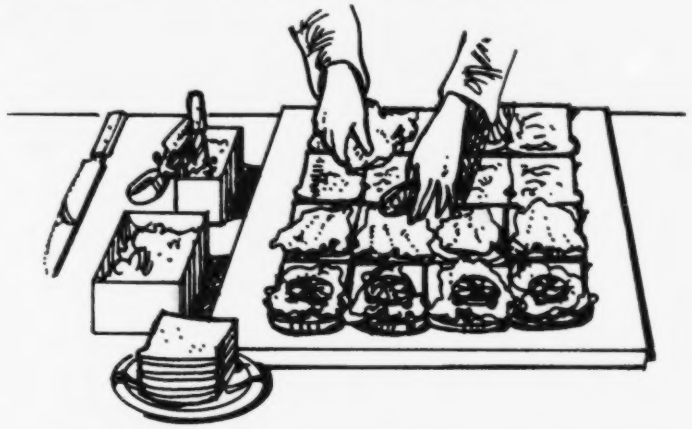


4. With a spreader, spread the moist filling in one stroke to cover the bread.

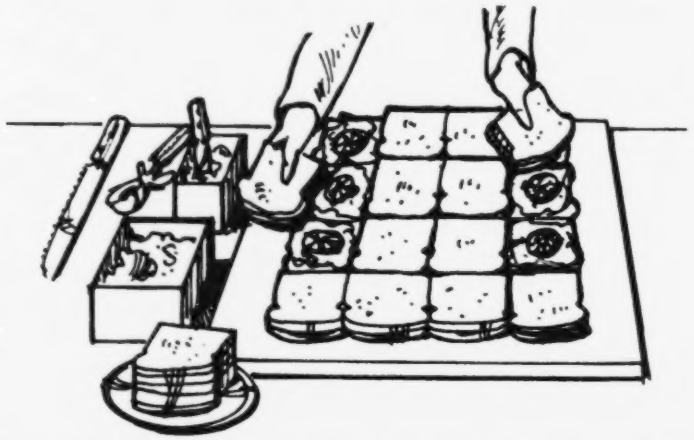


Information Sheet 2 (continued)
Preparing Sandwiches in Quantity

5. Add extras to each sandwich, if there are any.



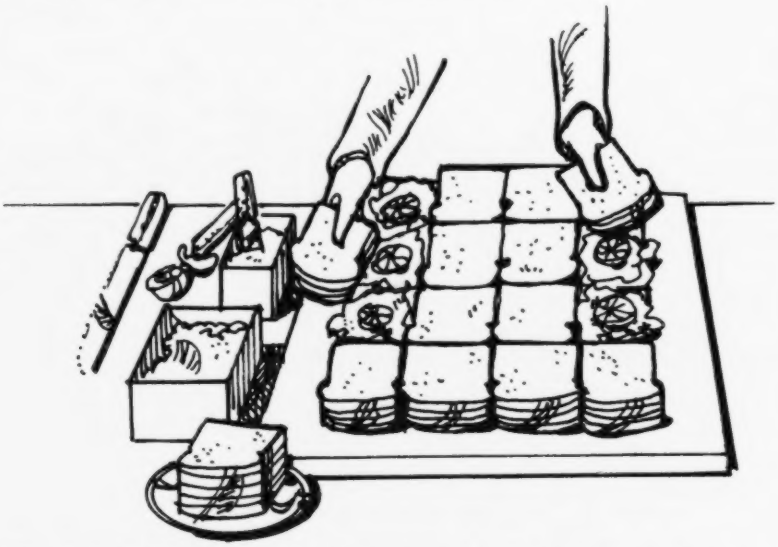
6. For the top and to make a second layer of sandwiches, pick up four slices of bread in each hand and place *two slices* on each filled sandwich. Repeat until all sandwiches are covered. (Notice no spread is put on the top half of the bottom sandwich.)



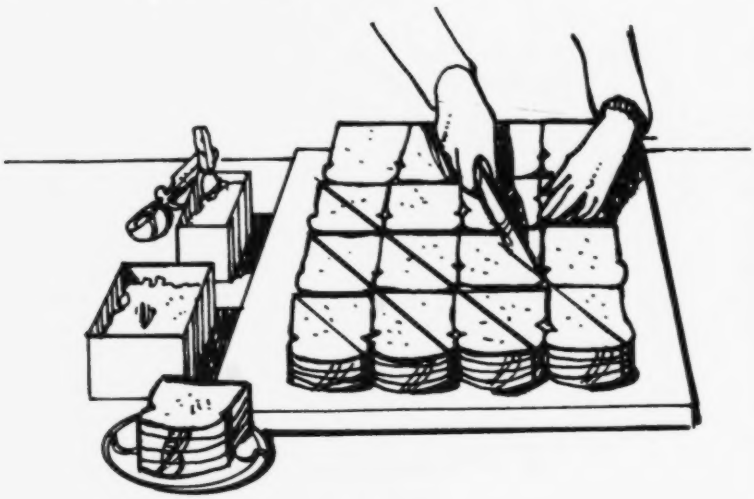
7. Spread butter or margarine on the second layer of sandwiches and add the filling. Add any extras.

Information Sheet 2 (continued)
Preparing Sandwiches in Quantity

8. Complete the second layer of sandwiches, topping with a slice of bread. Or, make a third layer of sandwiches.



9. Cut the sandwiches diagonally across all sandwiches, starting in the upper left corner. Use your thumb and forefinger to steady the sandwiches while cutting.



Activity 2A

Practice Checklist: Make Sandwiches in Quantity Using the Every-Other-Slice Method

Directions

Write down the steps and standards for evaluation for this task **on a separate sheet of paper.** Then, ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✔	
	1. Get a sandwich recipe from your instructor. Read the recipe and make any necessary adjustments, conversions, or substitutions.
	2. Wash your hands. Use gloves if required.
	3. Organize your work area by assembling all ingredients and utensils on the sandwich counter.
	4. For hot sandwiches, heat the bread and filling(s) as instructed in the recipe.
	5. Lay the bread out in front of you in even rows. You'll need two slices for each sandwich.
	6. Use a spreader to cover each slice of bread with the spread. Be sure the spread goes all the way to the edges.
	7. Place filling on **every other** slice of bread. Place dry fillings in the center. Or, place a scoop of moist filling on one side and spread it with one stroke to cover the entire slice of bread.
	8. If extras are added, place them on top of the filled slices.
	9. Place all the unfilled slices on top of the filled slices. Sandwiches may be cooked at this point if required.
	10. Place toothpicks in the center of each piece you plan to cut.
	11. Cut the sandwiches, holding them in position with your fingers. Use an easy sawing motion and cut all the way through. Make sure the halves are separated.
	12. Wrap the sandwiches or arrange the sandwiches nicely on the plate and garnish (finish with accompaniments).

Standards for Evaluation

✔	
	1. Do the sandwiches look appetizing?
	2. Are they arranged nicely on the plate with the garnish (accompaniments)? Is the garnish the appropriate size, color, and flavor for the sandwich?
	3. Are the sandwiches being served at the correct temperature? a. Are hot sandwiches hot, not cool in the middle? Is the bread correctly browned, not burned or greasy? b. Are cold sandwiches crisp and fresh, not lukewarm?
	4. Is the bread fresh, not stale?

Activity 2A (continued)
Practice Checklist: Make Sandwiches in Quantity Using the Every-Other-Slice Method

5. Is the spread correctly applied to the bread, covering the sandwich from edge to edge but not dripping down the edges?
6. Are the fillings and extras in the correct portion sizes?
7. Do the sandwiches hold together and look neat? Are the ingredients placed in the center of each sandwich and not hanging outside of it?
8. Are the sandwiches cut neatly and attractively? Are they cut all the way through, and are the halves completely separated?

Activity 2B

Practice Checklist: Make Sandwiches in Quantity Using the Stacking Method

Directions

Write down the steps and standards for evaluation for this task **on a separate sheet of paper.** Then, ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✔	
	1. Get a sandwich recipe from your instructor. Read the recipe and make any necessary adjustments, conversions, or substitutions.
	2. Wash your hands. Use gloves if required.
	3. Organize your work area by assembling all ingredients and utensils on the sandwich counter.
	4. For hot sandwiches, heat bread and filling as instructed in the recipe.
	5. Pick up four slices of bread with each hand and place them in two vertical rows in front of you; repeat, forming a square of 16 slices.
	6. Use a spreader to cover each slice of bread with the spread in one stroke. Be sure the spread goes all the way to the edges.
	7. Place meat or cheese in the center of **every** slice, or measure filling with a scoop and level against the side of the bowl. Place filling to the right of center on each slice of bread. Use one stroke and spread the filling across the bread.
	8. Add any extras to **every** sandwich.
	9. For the top and to make a second set of sandwiches, pick up four slices of bread in each hand and place **two slices** on each filled sandwich. Repeat until all are covered.
	10. Repeat the same steps, covering the sandwiches with spread, placing filling on each slice, adding extras, and putting on a top layer of bread. A third layer may be made by adding two pieces of bread to the top.
	11. To cut the sandwiches, slice diagonally across all sandwiches, starting in the upper left corner. Use your thumb and forefinger to steady the sandwiches while cutting.
	12. Sandwiches may now be grilled or broiled, wrapped, or placed on plates and garnished (finished with accompaniments).

Standards for Evaluation

✔	
	1. Do the sandwiches look appetizing on the plate?
	2. Are they arranged nicely on the plate with the garnish (accompaniments)? Is the garnish the appropriate size, color, and flavor for the sandwich?
	3. Are the sandwiches being served at the correct temperature?
	a. Are hot sandwiches hot, not cool in the middle? Is the bread correctly browned, not burned or greasy?

Activity 2B (continued)
Practice Checklist: Make Sandwiches in Quantity Using the Stacking Method

	b. Are cold sandwiches crisp and fresh, not lukewarm?
4.	Is the bread fresh, not stale?
5.	Is the spread correctly applied to the bread, covering the sandwich from edge to edge but not dripping down the edges?
6.	Are the fillings and extras in the correct portion sizes?
7.	Do the sandwiches hold together and look neat? Are the ingredients placed in the center of the sandwich and not hanging outside of it?
8.	Are the sandwiches cut neatly and attractively? Are they cut all the way through, and are the halves completely separated?

Information Sheet 3
Preparing Eye-Appealing Sandwiches

Sandwiches are big sellers in most restaurants. Except for a few dinner restaurants, most operations have some sort of sandwich on their lunch, dinner, supper, and even breakfast menus. Operators of high-priced restaurants have a problem: how can they make their chicken salad sandwich justify the price they need to charge when the lunch counter down the street can put as much chicken salad on the bread for a great deal less? Eye appeal is the answer. A sandwich that looks like it's worth $2.50 *is* worth $2.50, even if the main ingredients cost $.45 and the lunch counter can afford to sell the same sandwich at $.95.

Although the high-priced restaurant must produce eye-appealing sandwiches, any restaurant can profit from the same approach. A sandwich that looks appetizing is also worth more to the drive-in customer and the lunch-counter customer.

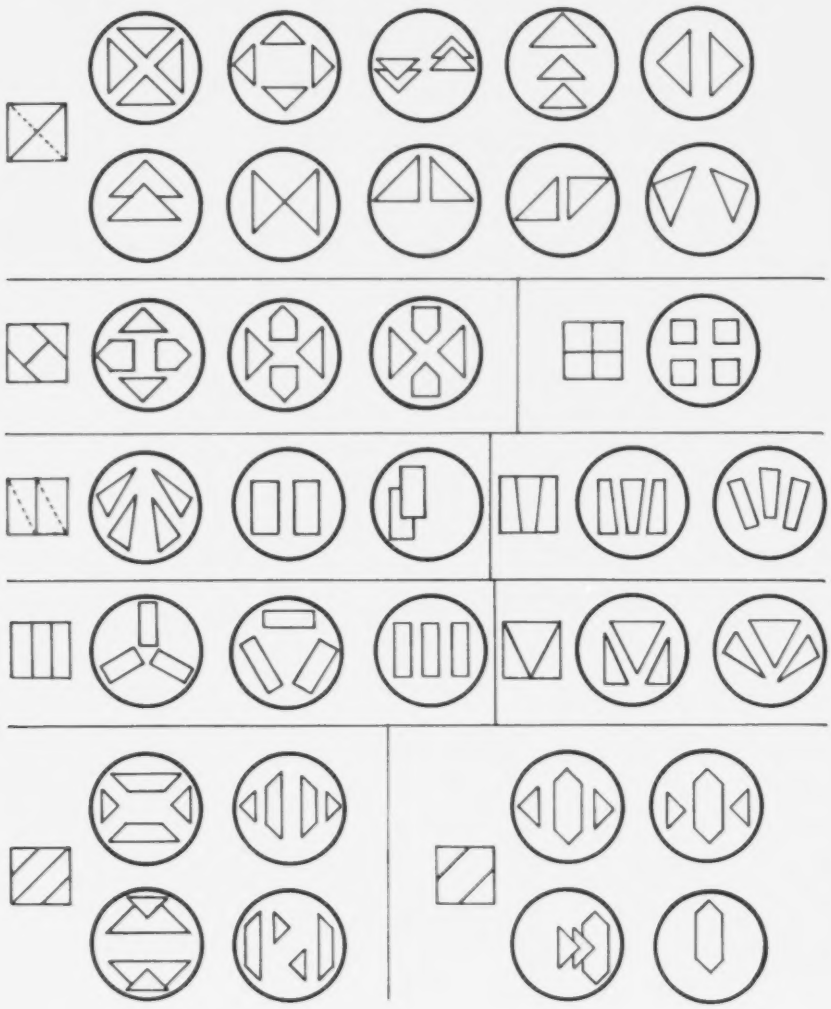
Garnishing and decorative techniques give ordinary sandwiches a special flair. Equally important is the way a sandwich is cut and arranged on the plate. Many shapes can be cut from a square sandwich. The crust may be left on or removed.

Cutting and Arranging Sandwiches

The way a sandwich is cut and placed on the plate can make a big difference in how well it will sell. Try some of the cuts illustrated on the following page and then create some of your own. Always consider the customer when deciding how large or small the sandwich pieces should be. For example, at a truck stop, customers might not be too impressed by tiny sandwich pieces. Customers at a tea shop, however, may prefer bite-size pieces. Keep in mind also that some kinds of sandwiches may be cut into small pieces more easily than others. A chicken filet sandwich, for example, is more difficult to cut than a chicken salad sandwich. Sandwiches aren't usually cut into more than four pieces.

Information Sheet 3 (continued)
Preparing Eye-Appealing Sandwiches

Arrangements of Sandwich Cuts on Plates



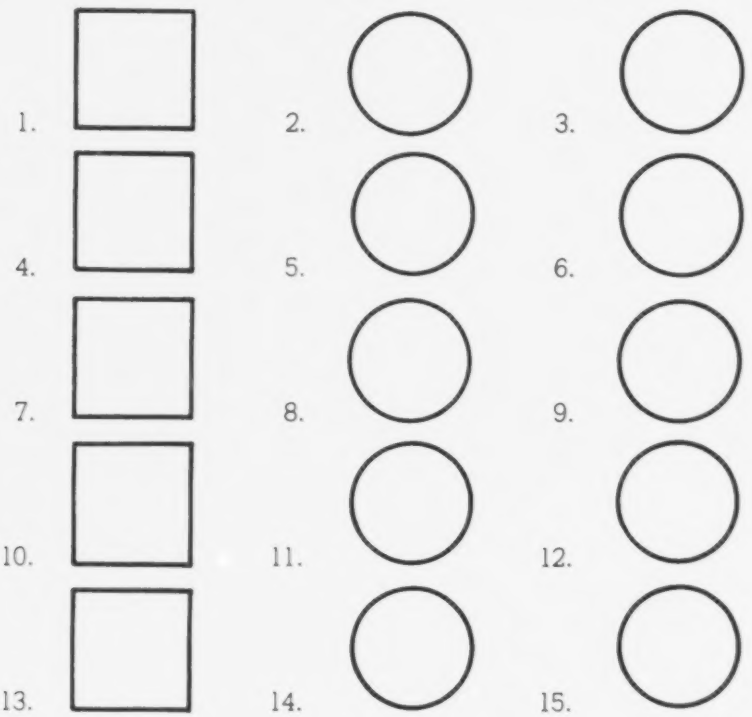
Activity 3
Cutting and Arranging Sandwiches

Directions

On a separate sheet of paper, draw the squares and circles you see below. The squares represent sandwiches. Draw five ways to cut sandwiches. The circles represent plates. Draw two ways to arrange each sandwich cut.

DO NOT WRITE IN THIS LAP

Sandwich Cuts **Arrangement of Cuts on Plates**



Check your answers in the back of this LAP. If you missed any, review Information Sheet 3.

Information Sheet 4
Wrapping Sandwiches

Some sandwiches must be prepared to order, but many can be made in advance and covered or wrapped for service within several hours. Sandwiches should be wrapped and refrigerated immediately. They should not be held longer than 24 hours, preferably only 12 hours.

Sandwiches may be wrapped or unwrapped. Machine-vended sandwiches or those held a long time need wrapping. Wrapping procedures should take very little effort and time. Uncut wrapped sandwiches should be clearly labeled, preferably with freezer marking pens, which write easily on wax paper and plastic wrap.

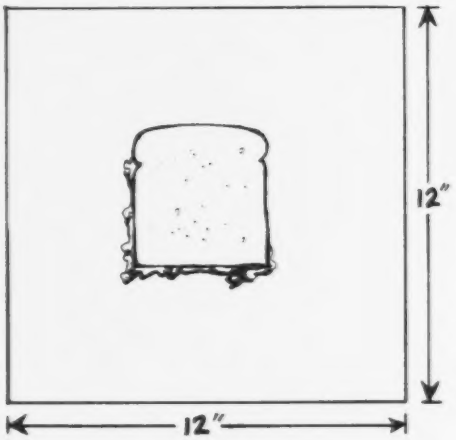
Cut wrapped sandwiches may easily be identified if the cut side is displayed, but a label helps customers make faster selections. A label can also include a date code so that old sandwiches aren't accidentally sold. Only moisture-proof wrapping should be used for sandwiches held a long time, and the sandwiches should be heat sealed. Sandwich bags save labor. If sandwiches are to be heated or frozen in their wrapping, the wrapping should be suitable to the treatment.

If sandwiches are prepared long before they are served, they should be refrigerated. To keep the bread from becoming stale and the sandwich from drying out, cover the sandwich tray with plastic wrap, then place a damp towel over the whole tray, and place the tray in the refrigerator. Never put a damp towel directly on the sandwiches. You may also place a whole tray in a large plastic bag.

There are many ways to wrap sandwiches. Most food service establishments have their own method, depending on the types of sandwiches they serve. Often sandwiches are wrapped directly on a disposable plate and served to the customer this way. This provides structure and keeps the sandwich from being crushed. No matter how a sandwich is wrapped, it must be completely sealed and look neat and appetizing.

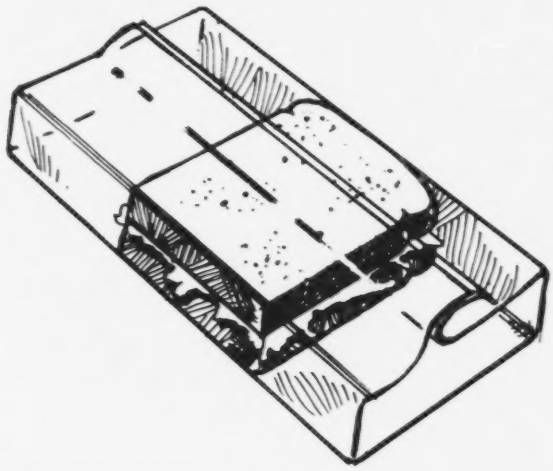
Wrapping Uncut Sandwiches

1. Center the sandwich on a 12-inch-square piece of wrapping paper.

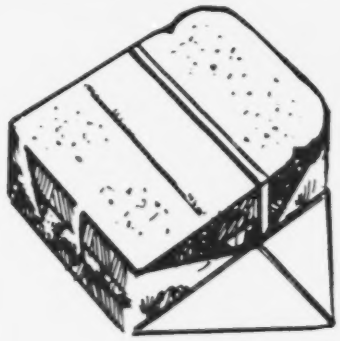


Information Sheet 4 (continued)
Wrapping Sandwiches

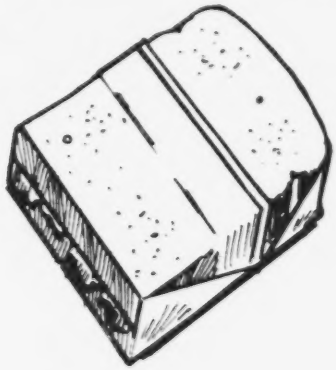
2. Bring two sides of the wrapping together over the center of the sandwich. Pull tightly and fold the paper over to make a pleat. Fold the pleat over the top of the sandwich to make it tight and smooth.



3. Press the two remaining ends of wrapping paper against the ends of the sandwich. Make triangles with the ends as shown.

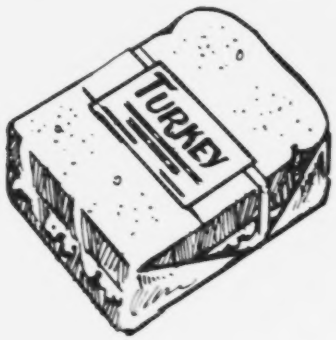


4. Tuck the ends under the sandwich to complete the wrapping.



Information Sheet 4 (continued)
Wrapping Sandwiches

5. Stick a printed label on the top of each sandwich. Or, write a label on each sandwich with a freezer pen. You may add a code to indicate the date the sandwich was made.



Activity 4
Practice Checklist: Wrap Uncut Sandwiches

Directions

Write down the steps and standards for evaluation for this task **on a separate sheet of paper.** Then, ask your instructor for the tools and equipment you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✔	
	1. Wash your hands.
	2. Assemble supplies: plastic wrap, sandwiches.
	3. Cut a piece of 12-in.-square wrapping paper.
	4. Center the sandwich on the wrapping paper with the flat side toward you.
	5. Fold the two sides of the wrap together over the center of the sandwich.
	6. Pull tightly and fold the paper over to make a pleat.
	7. Fold the pleat over the top of the sandwich to make it tight and smooth.
	8. Press the two remaining ends of wrapping paper against the sandwich, making triangles on the sides.
	9. Tuck the ends under the sandwich.
	10. Stick a printed label on top of each sandwich, or write a label on each sandwich with a freezer or waterproof pen.

Standards for Evaluation

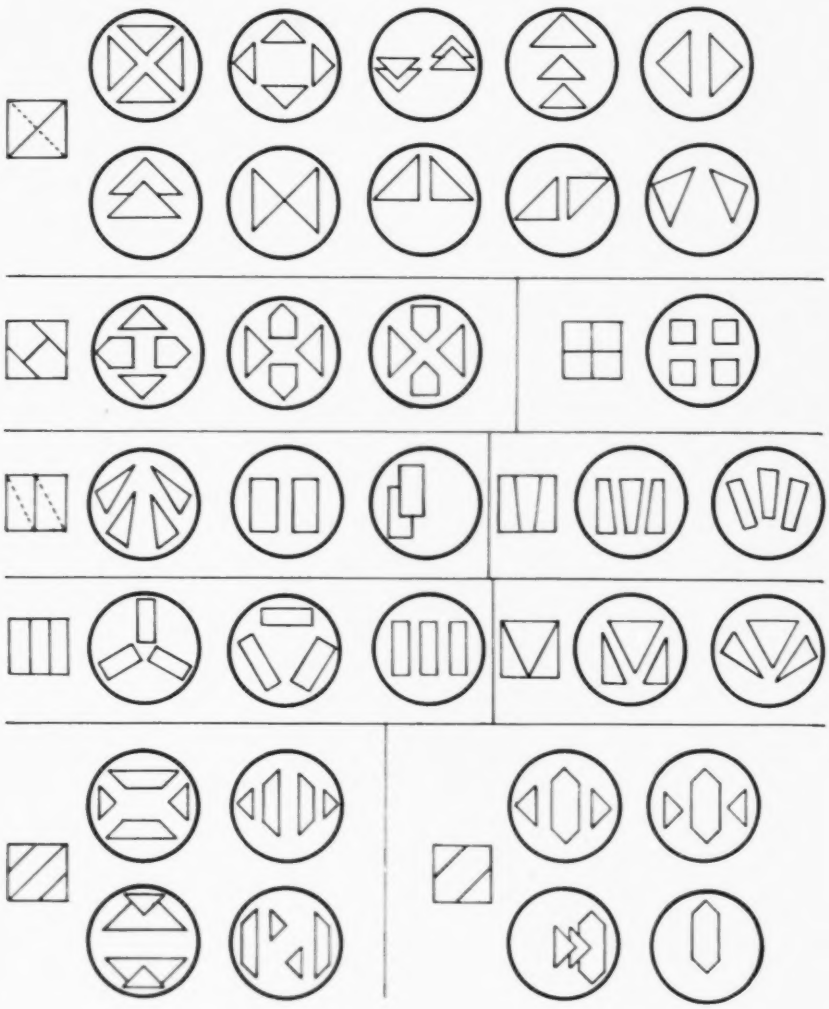
✔	
	1. Do the wrapped sandwiches look neat and appetizing?
	2. Are the sandwiches correctly labeled and easy to read?

Answer Key for Written Activity

Activity 3:
Cutting and Arranging Sandwiches

Your answers are correct if they match the cuts and arrangements shown below. If any of yours are different, check with your instructor to see if they are acceptable.

Arrangements of Sandwich Cuts on Plates



State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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IE 324 BK 85

INSTRUCTOR'S GUIDE

LAP

5.4b

Preparing Sandwiches

Basic Food Preparation

Sponsored and published by:
Florida Department of Education
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Produced by:
The Center for Studies in Vocational Education
Florida State University

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INSTRUCTOR'S GUIDE
LAP
5.4b

Preparing Sandwiches

Basic Food Preparation

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January 1985

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These materials are endorsed for use in training commercial foods and culinary arts workers by the **Florida Restaurant Association's Education Foundation**.

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Instructional Matrix

Directions If you want to use only part of the materials in this LAP, use this matrix to help you select what you need.

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Knowledge Objectives	**Information Sheets**	**Written Activities**	**Written Test Items**
Draw ways to cut and arrange sandwiches. (All 15 must be correct.)	3: Preparing Eye-Appealing Sandwiches	3: Cutting and Arranging Sandwiches	1-15
Skill Objectives	**Information Sheets**	**Practice Checklists**	**Skills Test Items**
1. Make sandwiches to order. The sandwich must look appetizing and be nicely garnished. It should be served at the correct temperature. The bread should be fresh. The spread should be correctly applied. The fillings and extras should be accurately portioned. The sandwich should hold together and be correctly cut.	1: Preparing Sandwiches to Order	1A: Make a Sandwich to Order by Hand 1B: Make a Sandwich to Order Using the Knife-and-Fork Method	Part I: 1-5
2. Make sandwiches in quantity. All sandwiches must look appetizing, be nicely garnished, and be served at the correct temperature. The bread should be fresh. The spread should be correctly applied. The fillings and extras should be accurately portioned. The sandwiches should hold together and be correctly cut.	2: Preparing Sandwiches in Quantity	2A: Making Sandwiches in Quantity Using the Every-Other-Slice Method 2B: Make Sandwiches in Quantity Using the Stacking Method	Part II: 1-5

Instructional Matrix (continued)

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Skills Objectives	**Information Sheets**	**Practice Checklists**	**Skills Test Items**
3. Wrap sandwiches. The sandwiches must look neat and appetizing. They should be marked with easy-to-read labels.	4: Wrapping Sandwiches	4: Wrap Uncut Sandwiches	Part III: 1-4

Notes to the Instructor

General Notes

- This LAP is the second of two LAPs about sandwiches.
- Have students complete LAP 5.4a before beginning this LAP.
- As part of LAP 5.4a, students should view the filmstrip *Preparing Cold Sandwiches* (State of Florida, Department of Education, Division of Vocational, Adult, and Community Education, Food Production and Services). This filmstrip is acceptable for use with educable mentally retarded/handicapped (EMR/EMH) and academically disadvantaged students.

OPPS

The materials in LAP 5.4b are related to or cover the following Florida **OPPS** (Occupational Proficiency Performance Standards):

Assemble cold sandwiches.
Prepare grilled sandwiches.
Assemble hot sandwiches.

V-TECS

The materials in LAP 5.4b are related to or cover the following areas of the Florida/**V-TECS** (Vocational-Technical Consortium of States) *Commercial Cook* catalog:

Duty: Preparing and Cooking Sandwiches

Task: Assemble cold sandwiches.
Objective: Given sliced bread, sandwich ingredients, condiments, garnishes, a portion scale, wax paper squares, frilled toothpicks, recipe, serrated-edge knife, sandwich spreader, toaster, cutting board, and a chilled plate, assemble ingredients and make a cold sandwich ready for service. The sandwich must contain accurate portions of all ingredients, must hold together, and be neatly arranged and garnished. The ingredients must be evenly distributed over the bread and not protrude from the edges.

Task: Prepare grilled sandwiches.
Objective: Given margarine, a butter spreader, sliced bread, a recipe, sandwich ingredients, portion scale, wax paper squares, grill, cutting board, serrated-edge knife, a warmed plate, condiments, garnishes, spatula, grill brick, and grill oil, prepare a grilled sandwich. The sandwich must be hot, evenly browned, not greasy to the touch or taste, and neatly arranged on the plate along with the condiments or garnish. The ingredients must be warmed throughout, evenly distributed, and not protruding from the edges.

Task: Assemble hot sandwiches.
Objective: Given sliced bread or hamburger rolls, toaster, grill, butter spreader, margarine, cooked sandwich ingredients, condiments, garnishes, warmed plate, tongs or spatula, a recipe, appropriate sauce or gravy, and ladle, assemble a hot sandwich, ready for service. The sandwich must be hot, with the meat evenly distributed on the bread or roll. The bread or roll must be evenly browned or

Notes to the Instructor (continued)

toasted with no greasy appearance or taste. The sandwich must be neatly arranged on the plate along with the condiments or garnishes. If a sauce or gravy is applied it must uniformly cover the sandwich without covering more than one inch of the exposed plate away from any sandwich edge.

Career MAP

The materials in LAP 5.4b cover or are related to the following Commercial Foods and Culinary Arts Career MAP (Career *M*erit *A*chievement *P*lan) competencies:

Store and handle prepared cold food and beverages.
Prepare sandwich fillings.
Prepare hot and cold sandwiches.
Prepare garnishes for salads and cold plates.
Prepare sliced meats for a cold buffet.
Prepare canapes and cold *hors d'oeuvres*.
Present salads, buffet foods, and beverages for serving.

Special Needs

The following materials, which are related to or cover this subject, can be used for students who are educable mentally retarded/handicapped (EMR/EMH) or academically disadvantaged as an alternative to, or in addition to, this LAP:

Series: Career Related Instruction (CRI)
Occupational Cluster: Food Preparation and Service
Titles: *What Is a Sandwich?* (FPS FP 02 001)
How to Make, Cut, and Serve Cold Sandwiches (FPS FP 02 002)
How to Make and Serve Hot Sandwiches (FPS FP 02 003)
How to Cut with a Serrated Knife (FPS FP 02 004)
How to Dish Food with a Scoop (FPS FP 02 005)
Wrapping Sandwiches (FPS FP 02 007)

Suggested Instructional Procedures

Individual Instruction

If you choose to use this LAP as a self-paced, self-instructional unit, have the students follow the learning steps in the LAP, as listed below. Give students filmstrip on *Preparing Cold Sandwiches*.

Learning Steps in LAP 5.4b

1. Read and study **Information Sheet 1:** Preparing Sandwiches to Order.
2. Complete **Activity 1A:** Practice Checklist—Make a Sandwich to Order by Hand.
3. Complete **Activity 1B:** Practice Checklist—Make a Sandwich to Order Using the Knife-and-Fork Method.
4. Read and study **Information Sheet 2:** Preparing Sandwiches in Quantity.
5. Complete **Activity 2A:** Practice Checklist—Make Sandwiches in Quantity Using the Every-Other-Slice Method.
6. Complete **Activity 2B:** Practice Checklist—Make Sandwiches in Quantity Using the Stacking Method.
7. Read and study **Information Sheet 3:** Preparing Eye-Appealing Sandwiches.
8. Complete **Activity 3:** Cutting and Arranging Sandwiches. Check your answers.
9. Read and study **Information Sheet 4:** Wrapping Sandwiches.
10. Complete **Activity 4:** Practice Checklist—Wrap Uncut Sandwiches.
11. Get **Written Test 5.4b** from your instructor and complete it. If you are successful, go on to Step 12; if not, talk with your instructor.
12. Have your instructor evaluate you on **Skills Test 5.4b**. If you are successful, you have completed this LAP; if not, talk with your instructor.

Group Instruction

If you choose to use this LAP as a unit of instruction for more than one student, the following teaching steps are suggested.

Teaching Steps for LAP 5.4b

1. Introduce the subject of preparing sandwiches. Use filmstrip on *Preparing Cold Sandwiches*.
2. Discuss the objectives in LAP 5.4b.

Suggested Instructional Procedures (continued)

3. Have each student read the information sheets and do the written activity in the LAP.

4. Demonstrate and discuss making sandwiches to order using one or both of the methods in Information Sheet 1 or your own method. Have students practice, with your assistance.

5. Demonstrate and discuss making sandwiches in quantity using one or both of the methods in Information Sheet 2 or your own method. Have students practice, with your assistance.

6. Discuss making sandwiches eye appealing and how to cut and arrange them. Demonstrate and show examples.

7. Demonstrate and discuss wrapping sandwiches using the method in Information Sheet 4 or your own method. Have students practice, with your assistance.

8. Give the students **Written Test 5.4b** to complete. Evaluate the results, using the Answer Key in this Instructor's Guide. Make special arrangements for those who do not master this unit.

9. Use **Skills Test 5.4b** to evaluate each student. Assign students who do not master tasks satisfactorily to practice more in the kitchen, with some assistance.

10. Use the additional instructional activities/enrichment with the group or with individual students.

Additional Instructional Activities/Enrichment

Suggested Readings

Haines, Robert G. *Food Preparation for Hotels, Restaurants, and Cafeterias*. 2nd ed. Alsip, Ill.: American Technical Publishers, 1973, pp. 85, 87-89, 100-104

Written Test 5.4b

Cutting and Arranging Sandwiches

Directions

The squares represent sandwiches. Draw ways to cut sandwiches. The circles represent plates. Draw two ways to arrange each sandwich cut.

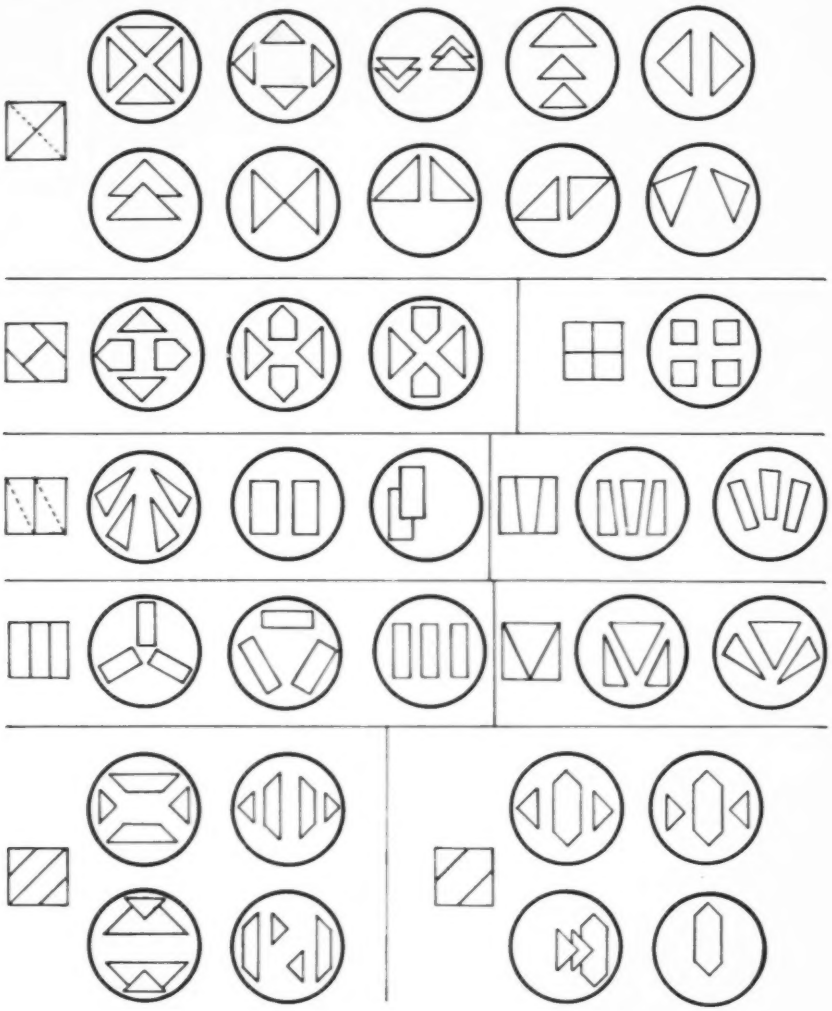
Sandwich Cuts	Arrangement of Cuts on Plates	
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.

Answer Key for Written Test

The Written Test covers one objective. The criterion for evaluating the Written Test is given below.

To master this objective, the student should draw 15 of these correctly.

Arrangements of Cuts on Plates



Skills Test 5.4b
Preparing Sandwiches

Student's Name _____ Date _____

The Student Can:	Yes	No
I. Make sandwiches to order. (Use for both methods.)		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed recipe correctly.	___	___
3. Followed procedures correctly.	___	___
4. Produced an acceptable product. Criteria: Does the sandwich look appetizing on the plate? Is it arranged nicely with the garnish? Is the garnish the appropriate size, color, and flavor for the sandwich? Is the sandwich being served at the correct temperature? Are hot sandwiches hot, not cool in the middle? Is the bread correctly browned, not burned or greasy? Is the sauce, if any, evenly applied? Are cold sandwiches crisp and fresh, not lukewarm? Is the bread fresh, not stale? Is the spread correctly applied to the bread, covering the sandwich from edge to edge but not dripping down the edges? Are the fillings and extras accurately portioned? Does the sandwich hold together and look neat? Are the ingredients in the center of the sandwich, not hanging outside of it? Is the sandwich cut neatly and attractively? Is it cut all the way through with the halves completely separated?	___	___
5. Cleaned work area well.	___	___
II. Make sandwiches in quantity. (Use for both methods.)		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed recipe correctly.	___	___
3. Followed procedures correctly.	___	___
4. Produced an acceptable product. Criteria: Do the sandwiches look appetizing? Are they arranged nicely with the garnish? Is the garnish the appropriate size, color, and flavor for the sandwich? Is the sandwich being served at the correct temperature? Are hot sandwiches hot, not cool in the middle? Is the bread correctly browned, not burned or greasy? Are cold sandwiches crisp and fresh, not lukewarm? Is the bread fresh, not stale? Is the spread correctly applied to the bread, covering the sandwich from edge to edge but not dripping down the edges? Are the fillings and extras accurately portioned? Do the sandwiches hold together and look neat? Are the ingredients in the center of the sandwiches, not hanging outside of them? Are the sandwiches cut neatly and attractively? Are they cut all the way through, with the halves completely separated?	___	___
5. Cleaned work area well.	___	___
III. Wrap Uncut Sandwiches		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed procedures correctly.	___	___
3. Produced an acceptable product. Criteria: Do the wrapped sandwiches look neat and appetizing? Are the sandwiches correctly labeled and easy to read?	___	___
4. Cleaned work area well.	___	___

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
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